



USAID JOB OPPORTUNITY ANNOUNCEMENT #002

DATE: APRIL 1, 2014

TO: ALL INTERESTED CANDIDATES

FROM: UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID), REGIONAL MISSION TO UKRAINE, BELARUS AND MOLDOVA

SUBJECT: FINANCIAL ANALYST

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. ***Application procedure is outlined at the end of this notice.***

POSITION TITLE: FINANCIAL ANALYST

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL*: FSN-10(Full Performance Level)
FSN-09 (Training Level)*

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: USAID/Ukraine, Office of Financial Management

OPENING DATE: Immediate

DEADLINE: April 15, 2014 at 6 P.M. Kyiv Time

**The successful incumbent will be hired at the Training Level, FSN-09 until all mandatory USAID training is completed and the full performance level of the position is reached.*

BASIC FUNCTION OF POSITION:

The Financial Analyst position provides a broad range of advisory services to support financial management activities to support the Mission's portfolio of technical assistance programs. As one of 5 Financial Analysts for the Regional Mission of USAID/Ukraine, Moldova, Belarus and Cyprus, the incumbent is a key member of the FA team responsible for the performance of financial reviews, pre-award assessments, control environment and risk assessments and close-out reviews of all Mission partner activities. He/she provides training for awardees and supports the achievement of the Missions local capacity development goals. S/he works closely with the Supervisory Financial Analyst (SFA) to ensure compliance with USAID audit requirements for all contracts, grants, and cooperative agreements and prepares and executes the annual audit management plan. The FA participates in the annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA); and participates in other financial management activities as assigned by the SFA.

The Financial Analyst (FA) reports directly to the (SFA), located in the USAID/Kyiv Ukraine Office of Financial Management (OFM).

MAJOR DUTES AND RESPONSIBILITIES

Regional Mission Support: 50%

- Performs financial reviews, assessments, informal desk audits and pre-award surveys of USAID's Implementers' financial, accounting, internal control and contracting capabilities to determine their ability to adequately safeguard U.S. funds and interests.
- Prepares draft reports to document findings from pre-award surveys and financial reviews and develops recommendations to assist local partners strengthen their financial management capacity. Monitors actions taken to implement the applicable recommendations.
- Conducts formal and informal training for local partners to increase their understanding of USAID rules and regulations, financial reporting requirements and internal control procedures.
- Consults with Implementers and other partners to develop or strengthen financial, operational and personnel policies. Assists with the design and implementation of procedures to strengthen the financial management capacity of local partner organizations.

Audit Management and Resolution: 20%

- Reviews scopes of work for Mission and Recipient-contracted Audits.
- Attends audit entrance and exit conferences and assists with audit recommendation follow-up
- In coordination with the Mission's Audit Management Officer and the Supervisory Financial Analyst, develops the Mission's inventory and annual audit plan and the local recipients contracted audit programs. Updates the Regional Mission's audit tracking matrix.
- Maintains comprehensive and complete files for audit / pre-award /financial reviews for all Mission related activities and assists in the preparation of the annual End-Use Audit Plan for end of project activities
- Assists in the review of audit reports received from across Mission Offices

Federal Managers' Financial Integrity Act (FMFIA): 10%

- Under the direction of the SFA, coordinates the annual Federal Managers' Financial Integrity Act (FMFIA) review for the Regional Mission. On a continual basis, works with the Financial Analyst team to evaluate all internal controls for the Regional Mission and reviews all significant changes in systems and procedures.

Other Activities:

20%

- Serves as Activity Manager on projects managed by OFM, under the direction of the COR/AOR.
- Carries out other projects as assigned.

REQUIRED QUALIFICATIONS

EDUCATION:

Possession of a Master's degree in accounting, finance, business administration or related fields is required.

PRIOR WORK EXPERIENCE:

A minimum of 3 - 5 years of progressively responsible experience in financial accounting and audit is required.

POST ENTRY TRAINING:

On-the-job training in CACS and USAID sponsored financial management courses.

LANGUAGE PROFICIENCY:

Level IV (fluent) in English, Ukrainian and Russian is required. Skills in written English are particularly important.

KNOWLEDGE:

A thorough knowledge and understanding of professional accounting and auditing principles, theories, practices, and terminology as well as principles and accepted practices of US and host country business accounting, budgeting and reporting is required.

SKILLS AND ABILITIES:

Must have excellent analytical ability and decision making skills to analyze data and assess its reliability and value, detect the financial strengths and weaknesses of programs, and to make considerable judgments regarding the institutional capabilities and the adequacy of accounting systems and internal controls and recommend improvements.

Must be able to gather, organize, analyze and present detailed financial and related information in a concise and professional manner, both orally and in writing. Must be skilled in the use of computer based analytical programs and USAID data management systems. He/she must have strong oral and written communication skills and the ability to maintain effective working relationships with all levels of USAID staff and implementing partners and support organizations.

APPLICATION AND SELECTION PROCESS:

Interested candidates in order to apply for this position must submit in English:

1. Current *résumé* or curriculum vitae and a letter of interest;

2. Mandatory Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form could be obtained from the Embassy website (**PDF format**): <http://ukraine.usembassy.gov/job-opportunities.html> or from the USAID website (**Word format**): <http://ukraine.usaid.gov/content/employment-opportunities-en>

A *résumé* or curriculum vitae must contain three to five references with current contact information. The Technical evaluation committee shall consider the past performance information obtained from the reference checks in scoring past performance. It is therefore recommended that the applicant alerts the contacts that their names have been submitted and that they are authorized to provide past performance information when requested.

A *letter of interest* must describe what the applicant understands to be the key responsibilities of the position and highlight the applicant's qualifications, skills, attributes and past experience to demonstrate suitability for the position and how the applicant meets the requirements of each of the evaluation criteria described above. The *letter of interest* may be considered as a writing sample and should not exceed three (3) pages using standard font (12) Times New Roman.

SUBMIT APPLICATIONS TO:

Human Resources Office

KyivHR@state.gov, fax: +38-044-521-5155

Include vacancy number and position title in the subject line of your email/fax cover sheet and on your application.

Note: Only those applications that are received in the Human Resources Office *before* the closing date (**April 15, 2014 before 6 P.M. Kyiv Time**) will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for the interviews will be contacted.

ADDITIONAL SELECTION CRITERIA:

- Current Mission employees serving a *probationary period* are not eligible to apply for this position.
- Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- A written test will be given to assess the candidate's English writing skills, proficiency with Microsoft applications and general computer skills.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints

should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: USAID/EXO